

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 03-114

September 26, 2003

To: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: FOIA release of data from certain CATS fields

In order to assist the Regions in processing FOIA requests for CATS data, spreadsheets reflecting which CATS fields can be released to the public have been posted on the Agency intranet at <http://nlrbnet.nlr.gov/cats/Documentation/FOIA/Releaseable%20fields%2008292003.xls>. These spreadsheets, one for R-case data and one for C-case data, have been sorted so that listed first are those fields that contain data that may not be released in any circumstance, followed by those fields that contain data that may only be released once the case has closed, and finally those fields that contain data that is releasable whether the case is open or closed. If after examining the FOIA request the Region is unable to determine from the applicable spreadsheet whether the specific data can be disclosed to the public, please contact Beryl Rothman, 202-273-3848; for assistance. Requests that seek data concerning more than one Region should be referred to Headquarters for response.

/s/
R.A.S.

cc: NLRBU